



## Enroll As Billing Agent - Provider Quick Reference

### Business Rules





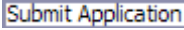


- All Applications must be completed and submitted for **State Review** within **30 calendar days** of the original start date or they will be deleted.
- Within the application, the required fields are marked with an asterisk (\*).
- When using the **Filter By** feature, the percent sign (%) acts as a wildcard. It can be used in conjunction with search criteria or by itself.
- Enter the **Start and End Dates** using the **mm/dd/yyyy** format.
- Contact the **CHAMPS Hotline** at **1-888-643-2408** or [CHAMPS@michigan.gov](mailto:CHAMPS@michigan.gov) for expert assistance.

**Steps to Modify** an existing **Enrollment Application** prior to it being submitted to the **State**:

1. Access **CHAMPS** using **Single Sign-On (SSO)**
2. Follow **CHAMPS** login screen prompts
3. Click the **Provider** tab
4. Click **Provider Enrollment** hyperlink
5. Click **Track Application** hyperlink
6. Enter **Application ID** (14-digit number)
7. Click the **Submit** button

Action	Enroll As Billing Agent - Login	Notes
<b>Login to CHAMPS</b>	<ol style="list-style-type: none"> <li>1. Access <b>CHAMPS</b> using <b>SSO</b></li> <li>2. Follow <b>CHAMPS</b> login screen prompts</li> </ol>	<ul style="list-style-type: none"> <li>• Must apply for access to <b>CHAMPS</b> System.</li> </ul>
Action	Enroll As Billing Agent – Select Provider Type	Notes
<b>Select Provider Type</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Provider</b> tab</li> <li>2. Click the <b>Provider Enrollment</b> hyperlink</li> <li>3. Click the <b>New Enrollment</b> hyperlink</li> <li>4. Select the <b>Billing Agent</b> radio button</li> <li>5. Click the <b>Submit</b> <input type="button" value="Submit"/> button</li> <li>6. Complete the required and desired optional fields</li> <li>7. Click <b>Next</b> <input type="button" value="Next"/> button</li> <li>8. Complete the required and desired optional fields</li> <li>9. Click the <b>Validate Address</b> <input type="button" value="Validate Address"/> button</li> <li>10. Click <b>Finish</b> <input type="button" value="Finish"/> button</li> <li>11. Make note of your <b>Application ID</b></li> <li>12. Click the <b>OK</b> <input type="button" value="OK"/> button and the <b>Billing Agent Enrollment Business Process Wizard</b> displays with the <b>Status</b> of <b>Add Basic Information Step 1</b> as <b>Complete</b></li> </ol>	<ul style="list-style-type: none"> <li>• The <b>Provider Menu</b> page displays.</li> <li>• The <b>Provider Enrollment Menu</b> page displays.</li> <li>• The <b>Select Enrollment Type</b> page displays.</li> <li>• Clicking the <b>Submit</b> button causes the <b>Add Basic Information</b> page to display.</li> <li>• After clicking the <b>Finish</b> button the <b>Issue Application ID</b> page displays with the <b>Application ID</b>. Your <b>Application ID</b> is required to track the status of your application.</li> <li>• The <b>Application Number</b> is a 14-digit number that has the following components: <ul style="list-style-type: none"> <li>• The <b>System Date</b>, represented as <b>yyyymmdd</b></li> <li>• A <b>6-digit</b> system-generated number</li> <li>• An example of an application number is: <b>20071007163755</b></li> </ul> </li> <li>• To modify <b>Basic Information</b>, click the <b>Step 1: Provider Basic Information</b> hyperlink from the Business Process Wizard.</li> </ul>



Action	Enroll As Billing Agent – Step 2: Add Mode of Claim Submission (Required)	Notes
<b>Step 2: Add Mode of Claim Submission</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Add Mode of Claim Submission</b> hyperlink from the Business Process Wizard</li> <li>2. Select <b>Mode of Claim Submission</b></li> <li>3. Click the <b>OK</b>  button</li> </ol>	<ul style="list-style-type: none"> <li>• The <b>Submission Method for Enrollment</b> page displays.</li> <li>• At least one <b>Mode of Claim Submission</b> must be selected.</li> <li>• Approved <b>Billing Agents</b> can only submit electronic claims.</li> <li>• To modify <b>Mode of Claim Submission</b>, click the <b>Step 2: Mode of Claim Submission</b> hyperlink from the Business Process Wizard.</li> </ul>
Action	Enroll As Billing Agent – Step 3: Complete Enrollment Checklist (Required)	Notes
<b>Step 3: Complete Enrollment Checklist</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Complete Enrollment Checklist</b> hyperlink from the Business Process Wizard</li> <li>2. Answer each question by selecting appropriate answer from the <b>Answer</b> drop-down list</li> <li>3. Add comments in <b>Comments</b> section if required</li> <li>4. Click the <b>Save</b>  button</li> <li>5. Click the <b>Close</b>  button</li> </ol>	<ul style="list-style-type: none"> <li>• The <b>Complete Provider Checklist for Enrollment</b> page displays.</li> <li>• The selected <b>Enrollment Type</b> determines which <b>Checklist</b> questions are displayed.</li> <li>• Answers to the questions determine if a <b>Comment</b> is <b>Required</b>.</li> <li>• To modify the <b>Enrollment Checklist</b>, click the <b>Step 3: Complete Enrollment Checklist</b> hyperlink from the Business Process Wizard.</li> </ul>
Action	Enroll As Billing Agent – Step 4: Submit Enrollment Application for Approval (Required)	Notes
<b>Step 4: Submit Enrollment Application for Approval</b>	<ol style="list-style-type: none"> <li>1. Click the <b>Submit Enrollment Application for Approval</b> hyperlink from the Business Process Wizard</li> <li>2. Click the <b>Next</b>  button.</li> <li>3. Select the <b>Checkbox (...I certify and accept...)</b></li> <li>4. Click the <b>Submit Application</b>  button</li> <li>5. Click the <b>OK</b>  button. The screen returns to the <b>Business Process Wizard</b> screen. The <b>Status</b> of the application changes from “In-Process” to “In-Review”</li> <li>6. Click the <b>Close</b>  button</li> </ol>	<ul style="list-style-type: none"> <li>• The <b>Submit Enrollment Application for Approval</b> page displays.</li> <li>• After the application is submitted for approval, Providers cannot change enrollment information until the application has been approved.</li> <li>• To modify the <b>Submit Enrollment Application for Approval</b> that has not been submitted yet, click the <b>Step 4: Submit Enrollment Application for Approval</b> hyperlink from the Business Process Wizard.</li> </ul>